

BOOTH APPLICATION AND REGULATIONS

Road Town Festival Village

NAME: _____

ADDRESS: _____

BOOTH NAME: _____

CONTACT#: _____

EMAIL ADDRESS: _____

REGULATIONS

1. **I agree**, to pay a total of **\$1,300.00** for the booth space. The payment of the disclosed sum acts as a final payment for the allotted space
2. **I agree**, to use the allocated space for the sale of food and drinks only
3. **I agree**, that my booth will be constructed to regulation size of (16 feet by 16 feet) of wood construction, with galvanized roofing, adjoining to the roof of the booth on the left. For this purpose a five feet (5ft.) over hang would be sufficient
4. **I agree**, that my booth will be **constructed between the 1st July and 15th July 2015**
5. **I agree**, that my booth **will be removed on or before the 13th August 2015, but not prior to the official closing of the Festival on 8th August**
6. **I agree** and understand, that the **sale of any food and drink will not commence before 27th July 2015 and will cease on the morning of 19th August 2015**
7. **I agree**, to decorate my booth to make the Festival Village appear as festive and tasteful as possible and that no advertising materials or stickers from any business are to be displayed on my booth
8. **I agree**, to obtain a valid Trade license and liquor licenses from the Government of the Virgin Islands and will display a copy of each valid license in order to operate and sell liquor from my booth
9. **I agree**, to comply and follow the rules as stipulated by the Department of Environmental Health before, during and after the opening of my booth
 - i. **I agree**, that **my booth will be registered and licensed by the Department of Environmental Health on or before the 15th July 2015**
 - ii. **I agree**, to provide the names of all persons attending to and serving customers from my booth to the Village Committee Chairperson and the Department of Environmental Health on or before the **15th July 2015**

VI. FESTIVALS & FAIRS COMMITTEE

- iii. *I agree*, that all persons handling food and drinks must obtain a valid food handler's permit from the Department of Environmental Health. All persons handling food must be properly dressed and observe all rules to reduce the contamination of food and drink as per the guidelines of the Department
 - iv. *I agree*, that my booth **must be kept clean at all, times, and that all food must be properly washed and cleaned prior to cooking and maintained at safe temperatures before serving**
 - v. *I agree*, that my booth must have at least three (3) large dish pans for cleaning dishes
 - vi. *I agree*, to provide a facility where customers may wash their hands with soap and or detergent. Paper towels must also be made available for the drying of hands
 - vii. *I agree*, that pots and pans used for cooking must be cleaned with an effective detergent that will make pots clean and sanitary
 - viii. *I agree*, that food must be served on plates and all drinks in plastic cups, with forks, spoons and straws that will be used only once. **Only sanitary and disposable dishes are to be used**
 - ix. *I agree*, that my booth must maintain adequate refrigeration and heating for food as required to prevent spoilage and contamination
 - x. *I agree*, that my booth must have at least one 30 gallon garbage receptacle for the disposal of waste, unused food and other items etc. **All garbage receptacles must be emptied and taken out of the village and properly disposed of as it becomes filled with waste.**
- There will be no exceptions xi. I agree** and understand that shelling of coconuts is **not** accepted or allowed on the village grounds
- xii. *I agree*, to provide the Village Committee Chairperson with a copy of a valid food handler's certificate for all persons preparing, handling and serving food and drinks from my booth **on or before 23rd July 2015**
 - xiii. *I agree* and understand, **that the preparation and cooking of food outside my booth will not be allowed**
 - xiv. *I agree* to comply with all the rules and regulations outlined by the Public Health Department regarding the operation of my booth
- 10. I agree**, not to sell or serve drinks of any kind in bottles or cans but to pour all drinks into plastic cups. This rule will be strictly enforced. I understand that if found selling drinks in bottles, that I will be fined on the first offence and closed down for any repeated offence thereafter. The payment of \$1,300.00 will be forfeited.
- 11. I agree**, not to have any music or any other disturbing sound coming from my booth when there is music coming from the stage

12. **I agree**, that after stage entertainment finishes nightly, that I may play music at moderate levels, to ensure that I do not infringe upon my neighbor's rights and that all music will shut off at 2:30pm weeknights and 3:30am weekends
13. **I agree**, that I will not operate my booth before the official opening, nor after the official closing of the Festival Village; unless otherwise authorized in writing by the VIFFC
14. **I agree and understand**, that the cut-off time for deliveries to my booth will be at 9pm nightly.

VI. FESTIVALS & FAIRS COMMITTEE

15. **I agree**, that no delivery vehicles will be allowed to take unauthorized personnel into the village
16. **I agree**, that all drives must have a vehicle pass and their personal pass when entering the village
17. **I agree and understand**, that I must leave the premise where my booth was erected free from any and all debris including but not limited to pallets, lumber, containers, bottles, cans, nails, screws and other sharp objects

The Virgin Islands Festivals & Fairs Committee reserves the rights to any advertisement (flags, posters, fliers, streamers etc.) to be placed in the Festivals Village.

I understand that all rules will be strictly adhered to and enforced

As a booth owner, I hereby agree to comply with the rules and regulations as specified by the Virgin Islands Festivals & Fairs Committee, and or the relevant Government department responsible for facilitating the licensing or inspection of my booth in the Festival Village.

I understand that failing to comply with any of these rules and regulations would result in the immediate closure of my booth and the forfeiture of my fee.

Print name: _____
(Booth Owner or Representative)

Signed: _____
(Booth Owner or Representative)

Date: _____

Signed: _____
(Village Sub-Committee Chair)

Date: _____